

74-1833

15 MAY 1974

MEMORANDUM FOR: Executive Officer to the DDM&S
SUBJECT : MSAG Office/Conference Room
REFERENCE : Memo dtd 26 Apr 74 to D/L fm EO/DDM&S,
Subj: same

1. Reference is made to our telephone conversations of 30 April and 10 May concerning subject and reference.

2. As you are well aware, space of any type in the Headquarters Building is very scarce. We certainly can establish a requirement for an MSAG office/conference room, however, and can, in due course, fulfill the requirements.

3. You also stated your wish to examine the means by which administrative support is rendered to the DCI MAG. To that end, [REDACTED] Assistant Chief, Logistics Services Division, OL, a MAG member for some 10 months, has outlined the methods of operation and the division of responsibility within the MAG (see attachment).

4. Please advise if you wish us to pursue the search for suitable space for an MSAG office/conference room.

/s/ [REDACTED]
Assistant Executive Officer, OL

Att

OL 4 2288a

7 MAY 1974

Approved For Release 2000/06/06 : CIA-RDP81-00261R000700030059-2

MEMORANDUM FOR: Special Assistant to the Director of Logistics

SUBJECT : Administrative Support of the DCI Management
Advisory Group (MAG)

1. As you requested, this memorandum summarizes the means by which administrative support is provided to the DCI MAG.

2. Attached is an Employee Bulletin describing the organization and function of the DCI MAG. A MAG Advisor is also appointed by the DCI to provide guidance and continuity. At any given point in time, both the MAG Chairman and the MAG Advisor provide administrative support and the division of responsibility between the two is generally described in the following paragraphs.

3. The MAG Chairman is responsible for:

- a. Providing a conference room for the monthly MAG business meeting and making arrangements with the Executive Dining Room for the monthly dinner meetings.
- b. Obtaining secretarial support for the preparation of any MAG papers to be sent to the DCI during his chairmanship.
- c. In conjunction with the MAG Advisor, preparing the agenda for the MAG business meeting and the monthly MAG meeting with the DCI.
- d. Obtaining a guest speaker for the monthly dinner meeting.

4. The MAG Advisor, in this case [REDACTED] of the DCI Executive Secretariat, is responsible for:

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- a. Maintaining all official MAG files.
- b. Coordinating with the DCI to ensure that all MAG papers are promptly brought to his attention and that those papers which require comment by the line managers of the Agency are promptly answered.
- c. Providing feedback to MAG on all papers submitted to the DCI. (Feedback is also provided by the DCI during his monthly meeting with MAG.)

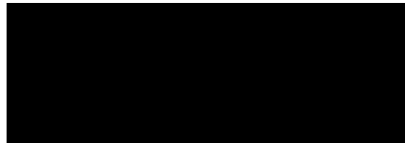
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- d. Scheduling monthly MAG meetings with the DCI.
 - e. Resolving any difficulties MAG may encounter in securing information from line managers.
 - f. Guiding MAG in its interface with the DCI and line managers.
 - g. Providing, when appropriate, select information from Management Committee meetings.
 - h. Approving individuals nominated to the DCI MAG.
5. Obviously, in addition to the above, the MAG Advisor provides the DCI with a mechanism for monitoring and, to a certain extent, controlling MAG activities. However, to my knowledge, this mechanism has never been abused.
6. Paragraphs 3 and 4 were discussed with the MAG Advisor and he agrees that they are essentially correct. If I can provide any additional information, please let me know.

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Assistant Chief
Logistics Services Division, OL

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EMPLOYEE BULLETIN

#357

19 December 1972

THE MANAGEMENT ADVISORY GROUP

1. In June 1969, the Director established the Management Advisory Group (MAG) to provide an additional vehicle for advice and assistance. MAG reports to the Director via the Executive Director. This vertical communication on Agency-wide issues is outside of formal channels but in no way replaces command and staff assistance available to the Director.

2. MAG has no formal production responsibilities. Its primary purpose is to identify and make recommendations about issues and problems arising out of the Agency's organization and practices. Although most of the MAG effort relates to self-generated topics, the group does consider topics of current interest to management. In addition, MAG welcomes and has acted on suggestions from individuals. Some of the matters addressed by MAG have included personnel policies (fitness reports, promotion rates, and retirement procedures), management training for supervisors, the need for better communications between management and all employees (e.g., the State of the Agency Message), minority employment, and the possible duplication of some functions between directorates.

3. MAG is composed of fourteen officers who serve a one-year tour. There are three members selected from each directorate and two from the DCI area. The members are chosen from the age group 30 to 45 and from GS grades 12 through 16. Members have had experience in Agency-wide issues and activities or strong interest in these areas. The group meets for one all-day session and one or more evening sessions per month. MAG is free to request any speaker or written material pertinent to its work.

ADMINISTRATIVE - INTERNAL USE ONLY

4. MAG solicits the views and suggestions of Agency employees. MAG is not the appropriate body to hear specific personnel employee grievances since there are grievance procedures already available. Rather, MAG seeks ideas which would improve the quality of the Agency's performance in utilizing its personnel, its structure and methods of operation, or its external relations. An employee wishing to make a suggestion should send it to MAG, 7-D-59 Headquarters Building, or contact a MAG member from his directorate. All contributions and their authorship will be kept confidential to the extent that the contributor desires. 7D 6018

5. Anyone interested in membership on MAG or anyone interested in contacting MAG members from his directorate can obtain additional information from his component administrative officer.

DISTRIBUTION: All Employees

DD/M&S Registry

File OTM (1-3)

DD/M&S 74-1494

28 APR 1974

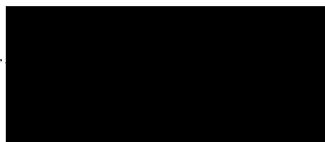
MEMORANDUM FOR: Director of Logistics

SUBJECT : MSAG Office/Conference Room

1. At the MSAG meeting of 23 April 1974, the DD/M&S indicated that he wants to establish an office/conference room for the MSAG so that the unit is in a position to have a safe, receive mail, and otherwise have a permanent place to meet on a regular basis. In effect, the room should be large enough to accommodate a conference table for the nine MSAG members; a safe; and a desk for a part-time clerk/secretary. The last item may be negotiable if arrangements can be made.

2. I would much appreciate it if you would explore this requirement, and I'll be glad to discuss or check out likely locations in the Headquarters Building.

Suspense: 28 May 1974.



Executive Officer to the
Deputy Director
for Management and Services

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EO-DD/M&S: [redacted]:kmg (26 Apr 74)

Distribution:

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1 - DD/M&S Subject

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